

ATTACHMENT 3b

Web-based Portal for MDE Submission



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([Logoff](#) / [Change logon](#))

- HOME
- FILES
- CDC FILES
- SUBMIT MDEs**
- ADMIN

[Submit](#) | [View](#) | [About](#)

[Help?](#)

MDE Submission

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Thank you for using the online MDE submission website to submit your MDE and narrative files.

The functions available in this area of nbccedp.org include this 'About' page, the 'Submit' page, and the 'View' page. You will use the 'Submit' page to transfer your MDE file, narrative and any additional files to IMS. The two 'additional' files and corresponding 'description' fields, along with the general comments field, are optional.

To attach the MDE file and narrative file, use the 'browse' button to locate the appropriate file on your hard drive, network, or other drive. After completing the fields, you can click on 'Submit' to send all the information, including the attached files, to IMS. Edit checks are performed for each field on the screen. If there are no problems, your information will be sent to the IMS web server, and you will be taken to the 'View' page. Note, depending on the size of your files and your internet connection, this may take several minutes. By clicking on the 'Date/Time' of the submission on the 'View' page, you will have the opportunity to print a summary page of your submission and/or save the summary page in a PDF format.

IMPORTANT: It is recommended that you use WinZip or other compression utility to compress your MDE file. Please only compress one file into the MDE 'zip' file. Also, there is NO need to mail or e-mail your MDE file or narrative.

Note, if you were asked to resubmit an MDE file or narrative, please note that in the general comments field. Also, if a file hasn't changed, there is no need to resubmit it.

If you have any problems with the site, or have questions, please e-mail support@nbccedp.org.

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